PURPOSE
The following guide has been prepared for both HPU students and faculty as a quick reference for courses requiring MLA organizational format and style of citation. This style is standard in many courses in English and the humanities. MLA numbers refer to page numbers and sections in the *MLA Handbook for Writers of Research Papers* 7th edition.

RESEARCH PAPER FORMAT ORGANIZATION:
1. Text
   a. First page of a research paper.  
      MLA 116-121 (4.1-4.5)
      i. Begin at the left hand margin and one inch from the top edge of paper, and type:
      ii. Student's full name on separate line.
      iii. Instructor's name on separate line, two lines below student's name.
      iv. Course number on separate line, two lines below instructor's name.
      v. Date on separate line, two lines below course number.
      vi. Original title of paper (centered on separate line), two lines below date. Do not italicize or underline your title, put it in quotation marks or boldface, or type it in all capital letters.
      vii. Begin text of the paper two lines below the paper's title.
      viii. Double space entire text including quotations. Integrate quotations shorter than four lines into text. If quotation is longer than four lines, indent one inch from left margin and continue double spacing. This block method does not use quotation marks.
      ix. Number all pages (including first page) in the upper right corner (one-half inch from top of the paper), and include last name of student; e.g., Smith 1.
   b. Subsequent pages.
      i. One-inch margins on all sides.
      ii. Tables and illustrations should appear as close as possible to the parts of the text to which they relate.
      MLA 214 (6.1)
   c. Parenthetical documentation of sources is used throughout the text (see below).

2. Work Cited Page

RESEARCH PAPER CITATION STYLE
Parenthetical documentation of sources within the paper's text is the style recommended.  
MLA 213-232 (6)

Example: Philip Ziegler writes, "The Navy, as the senior, was the obvious choice" (18).
"The Navy, as the senior, was the obvious choice" (Ziegler 18).

Documentation is required for all quotations, paraphrases, and summaries of borrowed material. This material also includes statistics, facts, and unusual wording, even if only one or two words.

WORKS CITED PAGE  
MLA129-133 (5.3.1-5.3.3)
1. Continue pagination in upper right-hand margin.
2. Alphabetize all entries in the Works Cited page by author's last (family) name or the first significant word of the title if the author is not listed.
3. Begin the first line of each entry at the left margin and indent the subsequent line or lines one-half inch from the left margin.
4. Double space throughout (do not double space twice between entries). (Illustrations here are not double spaced)

ENTRY EXAMPLES

1. Books

**Format:** Author’s last name, first name. *Title of Book*. Edition. Place of publication: Publisher, Year of publication. Medium of publication. (Medium of publication for all “hard copy” books is Print.)


2. Reference books

a. Article in a Reference Book (e.g. Encyclopedias, Dictionaries) **MLA 160-161 (5.5.7)**

**Format:** Author’s last name, first name. “Title of Article.” *Title of Encyclopedia*. Year ed. Medium of publication.


b. A Multivolume Work **MLA 168-169 (5.5.14)**

**Format:** Author’s last name, first name. “Title of Article.” *Title of Book*. Ed. editor’s first name and last name. Edition. Number of volumes. Place of publication: Publisher, Year of publication. Medium of publication.


c. Editorials on File (Citing an editorial)

**Format:** “Subject.” *Title of Newspaper* day month year. *Editorials on File*. Issue number(year): Page number. Medium of publication.


3. An Introduction, Preface, Foreword, or Afterward **MLA 161-162 (5.5.8)**

**Format:** Author’s last name, first name. Name of the part being cited. *Title of Work*. Author’s first name and last name after the word “By.” Place of publication: Publisher, Year of publication. Page number(s). Medium of publication.


4. Print Periodicals

a. Article in a Scholarly Journal **MLA 137-141 (5.4.2)**

**Format:** Author’s last name, first name. “Title of Article.” *Title of Journal* Volume.Issue numbers (Year): Page number(s). Medium of publication.

b. Article in a Magazine

Format: Author’s last name, first name. “Title of Article.” Title of Magazine day month year: Page number(s). Medium of publication.


c. Article in a Newspaper

Format: Author’s last name, first name. "Title of Article." Title of Newspaper day month year, edition: section letter and page number of article. Medium of publication.


d. CQ Researcher

Format: Author’s last name, first name. “Title of Report.” CQ Researcher day month year: Page number(s). Medium of publication.


5. Film and Video Recording


Example: Noujaim, Jehane, dir. Control Room. Lions Gate, 2004. DVD.

6. Digital File

Format: Author’s last name, first name. Name of Work. Date of creation. Place reserved. Medium of publication.


7. Electronic Resources (Web Publications)
   a. Article in an Online Scholarly Journal
      i. Article in an Online Only Scholarly Journal

      Format: Author’s last name, first name. “Title of Article.” Title of Journal Volume. Issue numbers (year): no page. Medium of publication (Web). Date of access (day, month, and year).


      ii. Article in an Online and Print Scholarly Journal


   b. Article in a Magazine

c. Article in a Newspaper  

d. Article from an Online Database  

e. E-Book  

f. Entire Web Site  
*Format*: Author’s last name, first name. “Title of Posting.” Name of Site. Name of Institution. Date of publication (day, month, and year). Medium of publication. Date of access (day, month, and year).


8. Other Electronic Sources

a. E-mail Communication  
*Format*: Author’s last name, first name. “Subject Line.” Message to Recipient. Date of message (day, month, and year). Medium of delivery.


b. Listserv, Discussion Group, or Blog Posting  
*Format*: Author’s last name, first name. “Title of Posting.” Name of Site. Name of sponsor. Medium of publication. Date of access (day, month, and year).


If you need to include a URL, follow the guidelines in 5.6.1.

Students should consult the *MLA Handbook for Writers of Research Papers* (7th edition) for examples of other types of entries. Copies of the *MLA Handbook for Writers of Research Papers* are available at the Reference Services Desks at Meader and Atherton libraries and also found in both libraries’ Reference and General Collections -- call number: LB2369 .G53 2009.
MLA has many variables in its citations. Verify your chosen citation arrangement with the descriptions in the *MLA Handbook*.

### Book or Encyclopedia

<table>
<thead>
<tr>
<th>Author(s)</th>
<th>&quot;Title of Article or Chapter&quot; (Encyclopedia)</th>
<th><em>Title of Book</em></th>
<th>Editor’s name (Encyclopedia)</th>
<th>Edition/volume (Encyclopedia)</th>
<th>Place: Publisher, year</th>
<th>Medium of publication</th>
</tr>
</thead>
</table>

**Example: Book**  (MLA 148-160)


### Encyclopedia Entry  (MLA 160-161)

|-----------|---------------------------|-------------------------------|---------------------|--------|-------|------------------------|----------------------|

**Example: Encyclopedia Entry**  (MLA 160-161)


### Journal Article (Print)

<table>
<thead>
<tr>
<th>Author(s)</th>
<th>&quot;Title of Article&quot;</th>
<th><em>Title of Journal</em></th>
<th>Volume. Issue numbers</th>
<th>Year</th>
<th>Page(s)</th>
<th>Medium of publication</th>
</tr>
</thead>
</table>

**Example: Journal article (print)**  (MLA 137-141)


### Newspaper, Online

<table>
<thead>
<tr>
<th>Author(s)</th>
<th>&quot;Title of Article&quot;</th>
<th><em>Title of Newspaper</em></th>
<th>Publisher</th>
<th>Date of publication (Day, Month, Year)</th>
<th>Medium of publication</th>
<th>Date of access (Day, Month, Year)</th>
</tr>
</thead>
</table>

**Example: Newspaper, Online**  (MLA 186)


### Website

<table>
<thead>
<tr>
<th>Author(s)</th>
<th>&quot;Title of Work&quot;</th>
<th><em>Name of Site</em></th>
<th>Name of Institution</th>
<th>Date of publication (Day, Month, Year)</th>
<th>Medium of publication</th>
<th>Date of access (Day, Month, Year)</th>
</tr>
</thead>
</table>

**Example: Web Site**  (MLA 184-187)